

**NIU Procurement Services & Contract Management (PSCM)
Procurement Procedures**

Purchase Requisition:

When submitting a purchase requisition, end-user departments must provide:

- vendor name
- representative/contact name
- contact's email, phone and fax
- a copy of the vendor's quote and summary of other quotes obtained
- a copy of the vendor's agreement, if applicable
- a clear item description, detailed item information, part numbers, etc.

Process	Department / Unit's Role and Responsibilities	PSCM's Role and Responsibilities
Request for Payment		
<p>Small Purchases \$2,500 or less</p> <p><u>Check Request or P-Card</u></p> <ul style="list-style-type: none"> • At or below \$2,500.00 (check Request) or \$5000 (P-Card) • No two-party contract required • Expenditures/payments cannot exceed \$19,999/yr. • Refer to "Procurement and Payment to Suppliers Without a Purchase Order" policy Rev. 2.1 dated 2/10/17 • Refer to P-Card website: https://www.niu.edu/procurement/card-services/index.shtml 	<ol style="list-style-type: none"> 1. Request competitive quotes when applicable (remind vendor of tax exempt status) 2. Individuals may make payment with: <ul style="list-style-type: none"> • Procurement cards (P-cards), if allowed by P-Card policy • By check request 	<p>Check Requests: Contact Accounts Payable Services AccountsPayableSrvs@niu.edu</p> <hr/> <p>P-Card: Contact P-Card administrator cardservices@niu.edu</p>
Small Purchase		Estimated Timeline: 7-90 days*

<p>Small Purchases using a Purchase Order Commodities, Equipment, General Services, Professional & Artistic (P&A), Two-Party Contract, when Required</p> <p>Less than \$100,000.00</p> <p>Purchases between \$20,000 and \$99,999.99 must follow the Competitive Small Purchase Procedures found online here.</p> <hr/> <p>NOTE: Goods cannot be ordered and services cannot begin until there is a purchase order (and contract if applicable) signed by PSCM.</p>	<ol style="list-style-type: none"> 1. Seek and compare multiple quotes, (2 or more) including BEP, Women-Owned, Small Business and Veteran-Owned vendors 2. Verify vendor accepts purchase orders and submit Purchase Requisition with detailed specifications and/or quote 3. Submit proposed contract for review, if applicable. If new vendor, obtain W-9 and forward to PSCM 4. Obtain Certifications form from vendor and submit to PSCM 5. Submit quotes, certifications, and W-9 with purchase requisition. 6. If purchase requisition amount is at \$50,000 or up to bid amount, obtain a Financial Disclosures and Conflicts of Interest Form 	<ol style="list-style-type: none"> 1. Ensure receipt of, and review, all documents for accuracy and compliance (quote, relevant backup, contract, required forms) 2. Seek Small Business, Women-Owned, Veteran-Owned and BEP vendors 3. Negotiate and process contract if applicable 4. Seek Presidential approval as appropriate 5. Issue Purchase Order <p>Please note: When W-9, Certification, and Financial Disclosure forms are not obtained by the Department, PSCM will obtain.</p>
<p>Invitation for Bid (IFB) Estimated Timeline: 120-180 days*</p>		
<p>Invitation for Bid (IFB): Commodities, Equipment, General Services, Construction</p> <p>Equal to or greater than \$100,000.00</p>	<ol style="list-style-type: none"> 1. Submit requisition 2. Submit scope of work/detailed specifications 3. Recommend pricing structure 4. Provide list of potential vendors 5. Participate in evaluation process 6. Submit recommendation memorandum 7. Obtain Board of Trustees approval for transactions with an aggregate \$250,000.00 or greater. 	<ol style="list-style-type: none"> 1. Prepare IFB document 2. Ensure evaluation team list is received 3. Obtain Procurement Participation Forms from members of the evaluation team 4. Manage IFB process 5. Seek BEP vendors 6. Determine responsiveness of bid and responsibility of vendors 7. Manage award process 8. Support Presidential / BOT approval as appropriate 9. Respond to Procurement Policy Board

		(PPB) as necessary 10. Negotiate/finalize contract, if applicable 11. Issue Purchase Order
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Request for Proposals (RFP)		Estimated Timeline: 180-270 days*
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<p>Request for Proposals (RFP) Instances when sealed bidding is not practicable, Services, Professional and Artistic Services (P&A)*</p> <p>Equal to or greater than \$100,000.00</p>	<ol style="list-style-type: none"> 1. Submit requisition 2. Submit scope of work, detailed specifications, and evaluation criteria Recommend pricing structure 3. Provide list of potential vendors 4. Create an evaluation team and provide list to PSCM 5. Identify Technical Evaluation Team 6. Participate in evaluation process 7. Participate in contract negotiations 8. Submit recommendation memorandum 9. Obtain Board of Trustees approval for transactions with an aggregate \$250,000.00 or greater. 	<ol style="list-style-type: none"> 1. Prepare RFP in coordination with end user department 2. Ensure evaluation team list is received from end-user department and is in RFP file 3. Obtain completed Procurement Participation Form from each member of the evaluation team 4. Manage RFP process 5. Seek BEP vendors 6. Lead evaluation process 7. Determine responsiveness and responsibility of vendors 8. Evaluate the pricing portion of RFP, negotiate/finalize contract 9. Manage award process 10. Support Presidential / BOT approval as appropriate 11. Respond to Procurement Policy Board (PPB) as necessary 12. Negotiate/finalize contract 13. Issue Purchase Order
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Sole Source Purchase		Estimated Timeline: 90-150 days*
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<p>Sole Source Purchase Only one source available: Commodities, Equipment, General Services, Professional and Artistic Services (P&A), other instances when sealed bidding is not practicable</p> <p>Equal to or greater than \$100,000.00 (includes modifications)</p>	<p>Submit Purchase Requisition</p> <p>Submit Sole Source Justification Form</p> <p>Submit proposal, quote, or scope of work</p> <p>Participate</p> <p>Submit any proposed contract</p>	<ol style="list-style-type: none"> 1. Review Sole Source Justification Form 2. Perform due diligence/search market for possible sources 3. Manage Sole Source process: approval & award 4. Negotiate/finalize contract, if applicable 5. Issue Purchase Order
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Qualifications Based Selection (QBS)		<u>Estimated Timeline: 180-270 days*</u>
<p>Qualifications Based Selection (QBS) Architectural/Engineering/Land Survey Services</p> <p>Equal to or greater than \$25,000.00</p>	<ol style="list-style-type: none"> 1. Obtain project approval 2. Submit Purchase Requisition 3. Submit Scope of Work and QBS document 4. Identify technical evaluation team 5. Participate in evaluation process 6. Participate in contract negotiations 7. Submit Recommendation Memorandum 	<ol style="list-style-type: none"> 1. Review Scope of Work and QBS document 2. Ensure evaluation team list is received 3. Obtain Procurement Participation Forms from each member of evaluation team 4. Post QBS Notice and document on Bulletin 5. Manage QBS process 6. Seek BEP vendors 7. Determine responsiveness and responsibility of vendors 8. Seek appropriate approval 9. Evaluate/negotiate/finalize contract 10. Manage award process 11. Issue Purchase Order
Emergency Purchase		
<p>Emergency Purchase Purchase made as a result of a justified emergency as defined by the Procurement Rules Section 4.2030 and one or more of the following statutory emergency conditions exists:</p> <ol style="list-style-type: none"> 1. When there exists a threat to public health or public safety; 2. When immediate expenditure is needed for repairs to university property in order to protect against further loss or damage to university property; 3. To prevent or minimize serious disruption in critical university services that affect health, safety, or collection of substantial State revenues; or 4. To ensure the integrity of university records. 	<ol style="list-style-type: none"> 1. Submit memorandum explaining situation 2. Submit requisition 3. Submit quotes and/or proposals received 	<ol style="list-style-type: none"> 1. Review documentation 2. Equal to or greater than \$100,000.00: Manage approval and award process with_SPO; 3. Post required Bulletin notice <u>within 10 days of award</u> 4. File appropriate paperwork with CPO 5. Issue Purchase Order

Business Enterprise Program (BEP):

Campus departments must consider qualified certified businesses owned by minorities, females, persons with disabilities, veterans, and small businesses for their contracting needs.

- BEP Goal: NIU's goal and Presidential goal is 20% of spend. NIU is required to buy at least 20 percent of goods and services from BEP Certified businesses.
- In order to meet NIU's goal, a campus-wide commitment is required from end-user departments, staff, faculty, and administrative departments/divisions.
- State of Illinois Public Policy: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=550&ChapterID=7>
Business Enterprise for Minorities, Females, and Persons with Disabilities Act effective August 28, 1994
- BEP Certification Portal <https://CMS.diversitycompliance.com>
- Available on this site is a searchable database maintained by the State's Business Enterprise Program (BEP).

Change Orders:

(720 ILCS 5/33E-9) (from Ch. 38, par. 33E-9)

Sec. 33E-9. Change orders. Any change order authorized under this Section shall be made in writing. Any person employed by and authorized by any unit of State or local government to approve a change order to any public contract who knowingly grants that approval without first obtaining from the unit of State or local government on whose behalf the contract was signed, or from a designee authorized by that unit of State or local government, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of State or local government and authorized by law, commits a Class 4 felony. The written determination and the written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection. This Section shall only apply to a change order or series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more.

- **Change orders require a modification to the existing requisition (additional line item) in order to affect the change.**
- **Note: All changes greater than \$10,000.00 the department must submit a written determination supporting why the change/adjustment is necessary and signed by the requester.**

Contract Obligation Document (COD)

For all orders in the amount of \$20,000.01 or higher, PSCM must submit a Contract Obligation Document to the State of Illinois Comptroller's Office, along with a NIU Certification Form and pricing or a copy of the contract.

- Exemptions: Utilities, Gas, Electricity, Water, Postage, Debt Service
- Backup required: NIU Certification Form, Contract, if applicable and Pricing

Illinois Procurement Bulletin – Public Institutions of Higher Education:

www.procure.stateuniv.state.il.us

- IFB/RFP and Sole Source documents are available for downloading from this website
- Invitation for Bids (IFB) and Request for Proposals (RFP) are advertised on the Bulletin for a minimum of 15 days
- Encourage vendors to register on the site to receive automatic notification of IFB's/RFP's posted for their selected categories

Professional and Artistic:

The following categories are examples of disciplines that would always be professional and artistic services:

- 1) law;
- 2) accounting;
- 3) medicine;
- 4) dentistry;
- 5) clinical psychology; and
- 6) custom-produced art.

Stringing:

Stringing is a prohibited practice used to avoid the bidding or Request for Proposal process for those products or services that cost more than the bid threshold amount. Stringing is not allowed per the Illinois Procurement Code. The Illinois Chief Procurement Officer for Higher Education's website provides the following description:

Dividing or planning procurements to avoid use of competitive procedures (stringing) is prohibited. Periodic purchases of similar supplies from several different vendors to maintain inventory is not stringing unless the purchases are planned to avoid use of competitive procedures. When the university or SPO identifies three or more purchases of the same item or similar items with a total value exceeding the small purchase limit during any 12 month period, the university purchasing director and the SPO shall jointly determine whether the circumstances, including, but not limited to, frequency of purchases, cost of individual purchases and future needs, warrant issuing a competitive or other consolidated procurement. (44 Ill. Admin. Code 4.2005(o))

Per the Criminal Code, a person commits unlawful stringing of bids when he or she, with the intent to evade the bidding requirements of any unit of local government or school district, knowingly strings or assists in stringing or attempts to string any contract or job order with the unit of local government or school district. Sentence-Unlawful stringing of bids is a Class 4 felony (720 ILCS 5/33E-18).

*Timelines are contingent upon PSCM receiving all that is required to process the purchase requisition, IFB, RFP, Sole Source, etc. End-user departments and vendors must respond to requests for information and/or materials in a timely manner.

NOTE: Goods cannot be ordered and services cannot begin until there is a purchase order (and contract, as applicable) signed by PSCM.